

Policy Manual
Employee Training & Development Policy
City of Weiser, Idaho



Employee Training & Development Policy

The City of Weiser recognizes the importance of investing in the professional development of employees, fostering growth, innovation, and excellence in public service. In addition, the City is committed to providing training and development programs that comply with license and statutory requirements. This policy outlines the guidelines, procedures, and principles governing the administration and implementation of such programs.

The use of “employee” in this policy and the procedures refers to all individuals who are governed, affected, and utilize the material as a part of their employment with the City of Weiser.

If an employee has a question they should speak with their Supervisor, the Human Resources Representative/City Clerk or the Mayor.

Guidelines & Procedures

I. Purpose of Employee Training & Development Policy

The primary objective of this policy is to ensure that employees have access to training and development opportunities that enhance their skills, knowledge, and abilities, thereby contributing to their professional growth and the overall effectiveness and compliance of City operations. Programs include skills, professional development licensure and career advancement.

- A. Skill Enhancement Training:** Programs aimed at improving specific job-related skills such as technical skills, leadership skills, communication skills, etc.
- B. Professional Development:** Courses, seminars, workshops, and conferences designed to enhance an employee’s professional knowledge and competencies.
- C. License Acquisition Training:** Training specifically aimed at obtaining and renewing required licenses and certifications necessary for roles within the City.
- D. Career Advancement Programs:** Training programs that prepare employees for potential advancements within their current roles or for future career opportunities within the City.

II. Training & Development Program Administration

The Mayor, Human Resources Representative/City Clerk along with the Supervisor of the department shall oversee the administration of training and development programs. Identification of training needs shall be conducted through performance reviews, license needs, technical requirements and City needs to comply with Law.

III. Training Implementation

The selection of training programs, providers, and training formats shall be based on relevance, quality, cost-effectiveness, and alignment with City goals.

- Employees approved for training programs shall be granted necessary time away from their regular duties, where feasible, to attend training sessions.

- Training may be conducted through in-house workshops, external seminars, online courses, or other appropriate programs.
- Employees attending training sessions are expected to actively participate, apply acquired knowledge and skills in their work, and share insights with colleagues when appropriate.

IV. **Funding and Resources**

The City shall allocate adequate resources in the budget to support the implementation of training and development programs. Funding may cover seminar/training fees, travel expenses, course materials, and other related costs necessary.

V. **Responsibilities**

Each level of supervision and the employee have responsibilities to ensure the effective use of training and development programs.

A. Employee Responsibilities: Employees are responsible for actively engaging in professional development activities, optimizing the learning from the training and development programs and working with their Supervisor to identify training needs and opportunities for growth.

B. Supervisors and Department Heads: Supervisors and Leads shall support employees' participation in training and development programs by facilitating access to resources, providing guidance, and fostering a culture that values continuous learning. They are responsible for identifying departmental training needs, prioritizing training initiatives, and ensuring that training outcomes align with City objectives and fulfill licensing requirements.

C. Human Resources Department: The Human Resources Representative/City Clerk is responsible for developing and updating training policies and procedures, overseeing the administration of training programs, and evaluating their effectiveness. They shall provide guidance and support to employees and supervisors on matters related to training and development opportunities.

D. Evaluation and Review: The effectiveness of training and development programs shall be periodically evaluated to ensure its alignment with evolving City needs and best practices in employee development.

Note: The Mayor has the final approval on all training programs and attendance. Keeping the Mayor informed is paramount.

VI. **Conclusion**

The City of Weiser is committed to fostering a culture of learning and professional development. By providing access to quality training and development programs, the City aims to enhance employee skills, improve service delivery, and achieve its statutory and strategic objectives.